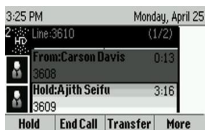


## Home Screen

Displays messages, settings, and information.

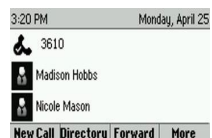
Available any time.



## Calls Screen

Displays all active and held calls.

Available when there is an active or held call.



## Lines Screen

Displays phone lines, favorites, and conditional soft keys.

Available any time.

## Switch Between Phone Screens

View any screen on phone from other screens.



### Switch screens:

- Press  to view Home, Lines, or Calls screens.

## Answer Calls

Answer calls via handset, headset, or speakerphone.

### To answer a call:

- Pick up handset.
- Press  to answer on headset.
- Press  or tap **Answer** soft key to answer on speakerphone.

## Hold and Resume Calls

Multiple calls can be on hold at one time.

### Place call on hold:

- Highlight call, press **Hold** soft key or press .



### Resume held call:

- Highlight call, press **Resume** soft key or press .

## End Calls

To end a held call, the call must first be resumed.

### End an active call:

- Place handset in cradle, press  or , or press **End Call** soft key.





### End a held call:

- Highlight held call, press **Resume**.
- Press **End Call**.

## Place Calls

There can only be one active call in progress on the phone.



### To place a call:

- Pick up handset, press  or , enter phone number, and press **Send**.
- Enter phone number, press **Dial**, pick up handset, and press  or .
- Press Line key, enter phone number, and press **Send**.
- Select **New Call**, enter phone number, and press **Send**.
- Select a **Favorite** from home screen.
- Select contact from **Recent Calls**.
- Select contact from **Contact Directory**.

## Transfer Calls

Calls can be transferred to any contact.

### Transfer a call:

- Highlight call, press Hold soft key or press .
- Choose **Blind** or **Consultative**.
- Dial a number or choose a contact.
  - For **Blind**, call is transferred immediately.
- For **Consultative**, press **Transfer** soft key or press  after speaking to contact.

## View Recent Calls

View placed, received, and missed calls.

### To view recent calls:

- Select **Directories > Recent Calls**

## View Contact Directory

View and add contacts to Contact Directory.

### View Contact Directory:


- Select **Directories > Contact Directory**.

### Add contact to Contact Directory:


1. In Contact Directory, select **add**.
2. Enter contact's information and select **Save**.

Enter a number between 1 and 99 in **Favorite Index** field to make a contact a favorite.

## Listen to Voicemail

Message icon  will be display on line.

### Listen to voicemail:

1. Press  or select **Messages**.
2. Select **Message Center > Connect**.
3. Follow the prompts.

## Forward Calls

Single or all call(s) can be forwarded to a contact.

### Forward single incoming call:

1. On **Incoming Call** screen, select **Forward**.
2. Enter contact's number, select **Forward**.

### Forward *all* incoming calls:

1. Select **Forward** on home screen.
2. If there is more than one line, select a line.
3. Choose either **Always**, **No Answer**, or **Busy**.
  - If **No Answer** is chosen, enter number of rings before call is forwarded.
4. Enter a contact's number and tap **Enable**.

### Disable call forwarding:

1. Select **Forward** from home screen.
2. If there is more than one line, select a line.
3. Choose forwarding type and select **Disable**.

## Initiate Conference Call

### To initiate a conference call:

1. During active call, tap **More**.
2. Select **Confrcn**
3. Call third party, tap **Send**.
4. When contact answers, tap **Confrcn**.

## Join (Merge) Calls into Conference

Join held 3rd party into an active call.

**NOTE:** An active call *must be* in session

### To join an active and held call:

- On Calls screen, select **More**
- Select **Join**.

## Split Conference Call

Places participants on hold separately.

### To split conference into separate calls:

- On Calls screen, select **Split**

## Set Ringtones

Set ringtones for incoming call from all or individual contacts.

### Set ringtone for incoming calls:

- Select **Settings > Basic > Ring Type**
- Select ringtone.

## Enable Do Not Disturb

Enable when unavailable to receive calls; calls will go directly to voice mailbox.

### Enable or disable Do Not Disturb:

- On Home Screen, select DND.